

Moodle Course Backup / Restore

(part or all of your *Moodle* course)

Note: This document addresses Moodle™ version 1.8. Other versions may require modifications to some instructions mentioned herein.

Backup

1. Login to the course that is the one (or has the activities) that you wish to back up.
2. In the “**Administration**” block,” choose “**Backup**”
3. You will see a screen titled “Course backup: + the name of the course” and a listing of course components with checks in boxes next to each. (column 1 has component names, column 2 is the “user data” relative to each component.
4. A few possibilities for this one — so read and then make your choices. . .
 - a. If you wish to make an exact duplicate of the course, then you need not “uncheck” anything, and then click the “**Continue**” button at the bottom of the page.
 - b. If, however, you want to backup the course, but not keep the “user data” for past course participants, then click on the “**All/None**” link at the top of the right column. (Note: some activities, such as Wikis and Databases count teacher input as “user data” so you may want to **add back checkmarks** next to “user data” for just those items. Otherwise, you will lose your starter pages for those activities.
 - c. If you only want to back up one or a few of the components of this course to use in another course, first click on the “**All/None**” link at the top of left column. Then simply check next to the items you wish to include in your backup file. (For example, if you wish to backup a wiki activity, you would click on the “**All/None**” link at the top of the left column to remove all checkmarks from boxes, then click on **each box next to “Wikis” and next to the “User data”** for Wikis, only.
5. At the bottom of this page are items where you choose other things related to this course to back up.
 - a. “Metacourse” – The default is yes. You can usually leave this alone.
 - b. “Users” “Course” is the default, and it is typical to just leave it at that.
 - c. “Logs” – typically “No,” unless you are backing up and restoring in the middle of a course that is continuing with the same students and users.
 - d. “User files” – these are the files the users have uploaded to this course. Choose “Yes” here if backing up midway through a course, “No” if you want to start the course over.
 - e. “Course files” — Choose “Yes” if you want the files that you, the teacher/creator uploaded to the course files to be transferred. (images, documents, web pages, etc.).
 - f. Finally, click the “Continue” button at the bottom of the list.
6. The next page will list what will be backed up. If all looks well, click the “**Continue**” button.
7. The next page will show the Name of the file, usually “backup-[course name]-[date numbers]-[time numbers].zip,” then list the activities completed and, hopefully, the message that “Backup completed successfully.” Click the “**Continue**” button.
8. It will then go to a page listing the backup files completed for this course (some of these may be done automatically-depending upon the system administrator’s setup arrangements.) Your most recent file can be identified by the date and time. Look first at the bottom of the list.
9. If you plan to move the backed up course or files to a new course or another server, then you must download the “zip” file to your desktop or other local storage device. To do so, **click on the file name** and this will start the usual download process for your browser and system. Choose “**Save to Disk**” or your browser’s equivalent message. Click the “**Okay**” (or equivalent) button to download the file to your desktop or regular download folder location.
10. You can now transfer the .zip file to a USB stick, attach to email or burn it to a CD for physical transport with you, or just open your browser to the Moodle server on which you wish to “restore” this course or set of activities.

Restore

1. Login to the Moodle server on which you wish to restore the course (or course components). You must have typical teacher/creator or administrator privileges to restore a course.
2. (If you have “Admin” privileges you can choose to restore from the Administration Block on this main page. If you have “Teacher/creator privileges, go into a course that you created and choose “**Restore**” from the Administration block on that page.
3. This will reveal a list of backup files, associated with this server. Choose the button labeled, “**Upload a File**”
4. On the next screen, choose the button called “**Browse**”
5. Navigate to where your backup file is located and **click on the backup file name**, then click the “**Open**” button. This will load the file name and location into the text box on the moodle display. Complete the upload by clicking on the “**Upload this file**” button.
6. You will return to the display list of backup files. Look for your backup file (It will probably be at the top of the list.)
7. Choose the link to the right of your backup file name called “**Restore.**” A screen will soon appear saying “you are about to start the restore process for: [your file name]. . . “Do you want to continue?” If the right file name is listed, then click on the “**Yes**” button.
8. It will work for a few seconds and then reveal a page listing what was done and found. Near the bottom of the list will be the “Backup Details.” It should reiterate the choices you made when creating the backup. This list may be long if you are backing up an entire course that is robust with activities and data or relatively short if you just backed up one or two activities from an existing course. Click the “**Continue**” button at the bottom of the text listed.
9. IMPORTANT STEP! Make sure you make the correct choices on this next page. At the top of this page is the message “Restore to:” followed a box that defaults to “New Course” choice.
 - a. Choose the default “**New Course**” if you are transferring an entire course you created to a new server or you want to duplicate a course on a current server. This is only an option for those with administrator privileges. If you are a teacher/creator wanting to create a new course, you must then set up a new course then restore into it after you have made the basic course settings.
 - b. If you want to start a course over using your backup course to replace an existing course, you can choose “**Existing course, deleting it first.**” (Note: that choice deletes the previous course by that name, and all components thereof).
 - c. If, however, you want to add a few activities to an existing course (such as moving a Wiki you created in one course to another course, you will need to make a change here. Use the drop-down menu box and choose, “**Existing course, adding data to it.**”
 - d. Other choices are also available: if you decide you want to only restore some parts of your course backup, etc. After making all appropriate choices for your situation, click “**Continue.**”
10. If you chose “Existing course, deleting it first” or “Existing course, adding data to it” then you will be presented with a window titled “Choose a course.” The system will display all courses on the Moodle server. From the list of courses, simply click on the course name that you wish to replace or add data to.
11. The next screen will display a button called “**Restore this course now!**” If you think you made all appropriate choices, then click it to begin the restore process.
12. The next screen will display a list of the steps of restoration and a message at the bottom of the list “Restore completed successfully.” Click the “**Continue**” button.
13. The restore process is complete. If you created a new course, you can now make changes to its settings, add resources, students, activities, etc. If you added activities or data to an existing course, note that the activities will be added to the same place (topic number) in which it resided in its previous course. You may need to use your course editing features to move this activity to a new location in this course.